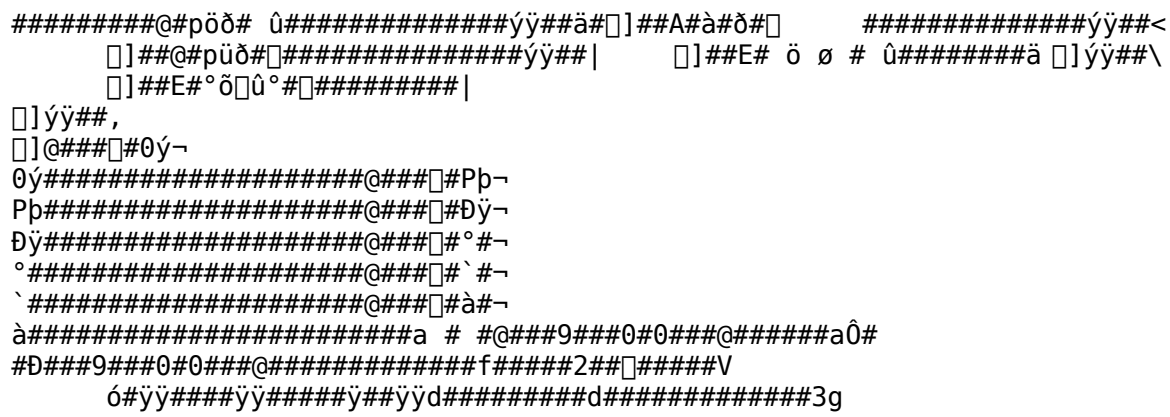

```
#'#########'##### ###########'#########'####ÿ□#ÿÿd#########d#########2##□##©ö□ûW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########¢###Type of HireAppointment TypePay
SystemsEnd StrengthWork YearDirect FundedReimbursable FundedFull Time Equivalent
(FTE) Work year ControlsObject Class (OC)
```

```
############################################ÿ□#ÿÿd#########d#########r##□##Ùö<øg##
ûÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########-###Understanding Manpower Terms and
Definitions:g
```

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###Directions: Take 10 minutes to fill in the answers to the following questions.

1. The productivity equivalent of one employee in a pay status for one fiscal year is called:2. SES, GS, GM, and WG are referred to as:3. A group of people work at a field activity building widgets by the headquarters office. Headquarters has agreed to pay the employees□ salaries. That group of personnel is paid for using what type funds?4. The actual or estimated number of employees working as of 30 September is referred to as:

5. An employee works at headquarters and is paid directly from the headquarters budget. That person is paid for using what type of funds?6. The utilization rate recognized by FMB is:

```
############################################ÿ□#ÿÿd#########d#########r##□##©ö□øW
      Dúÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########e###Identifying Object
Classes#(Identify the following object classes.  You may use them more than
once.)#
```

#e###############$#########J#################e#########e####ÿ□#ÿÿd#########d###### ###2##□##9ö¬ú#################ÿ□#ÿÿd#########d#############1. The Government□s share of benefit payments for currently employed civilian and non-Federal personnel 2.   Includes benefits paid to former employees such as severance pay and unemployment compensation. It is often difficult to project estimates for this object class.3. What you receive on your paycheck, or the gross compensation of what appears on your pay stub. Includes regular wages as well as overtime and holiday pay; lump sum leave; awards; and more.4. Estimated costs required to support compensation and separation liability accrual for Foreign Nation Indirect Hires whose salaries are paid through contract negotiations between the State Department and the foreign country.5. This object class includes payments for full-time permanent basic compensation; other basic compensation; overtime; holiday premiums; night work and other differentials; and cash incentive awards.6.   Among others, this object class includes the following categories: Federal Employee Group Life Insurance; FICA; Medicare; and Thrift Savings Plans.

####ÿ#ÿÿd#########d#########2####©ö|úW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########)###Refers to employees citizenship status and how they are being paid for.There are three typesForeign National Direct Hire (FND) - An employee with foreign citizenship status that is hired and paid for directly by the U. S. government. Foreign National Indirect Hire (FNI) - An employee with foreign citizenship status that is hired and paid for through an agreement between the State Department and the foreign government.U.S. Direct Hire (USDH) - An employee with U.S. citizenship status that is hired and paid for directly by the U. S. governmentm

#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########W###Refers to the number of regularly scheduled hours and days worked by the employee in the administrative work week.The Office of Personnel Management (OPM) is responsible for designating who is a full time person and who is not.The appointment type also refers to whether employees have a permanent or temporary pay status, as defined by OPM.N

#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d######### ###Based on pay schedules established by OPM:Full Time Permanent (FTP)Full Time Temporary (FTT)Part Time Permanent (PTP)Part Time Temporary (PTT)Intermittent

```
#################,##########################ÿ□#ÿÿd#########d#########2##□##©ölûW
      Ô#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ä###Refers to the pay scale to which
a person is assignedThere are several different Pay Systems:Senior Executive
Service (SES)General Schedule (GS)Wage Grade (WG)Demo Project (DEMO)Administrative
Action (AA)Civilian Mariners
```

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4#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########®###The actual or estimated number of employees onboard on the last day of the fiscal year.Official source of End Strength is the Defense Civilian Personnel Data System (DCPDS)

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ä#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d############Represents the productive equivalent of
one employee in a pay status for one fiscal yearBased on the number of paid hours
in the fiscal year (FY)Ex.       Paid hours in a day = 8,              Number of
paid days in FY 1996 = 261               Paid hours in FY 1996 =   8 X 261  =
2,088#
```

#####,###########
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Ä#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########z###Calculated by dividing the number of basic salary hours executed by the number of paid hours in a given fiscal year.Accounts for all employees who worked for the command in a given fiscal year (even if they left sometime during the course of the year).The official source of civilian hours worked and salaries paid is the Civilian Personnel Resources Reporting System (CPRRS).

```
#     #########   #####,########### #########
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```

###Does not include hours for lump sum leave, overtime, or holiday.Overtime and holiday workyears are calculated by dividing the number of executed overtime and holiday hours by the approximate annual average number of on-the-job hours for a full-time employee (1750).

#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########¯###A □Full Time Equivalent□ is one person working full time for one year.To determine FTE, divide the total number of straight-time hours worked by the number of paid hours in the fiscal year. Applies to all regular hire personnel (USDH, FND, and FNI) including special employment programs such as WTOP, CO-OP, Stay-in-school, Summer Aids/Seasonal Hires, and Junior Fellowship Programs.Does NOT apply to overtime and holiday hours.#

#)#########)#################)#########)####ÿ#ÿÿd#########d#########2####©ö\üW
D#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Å###Direct Funded Personnel are those paid directly from the commands O&M,N appropriated funds.Reimbursable Funded Personnel are those where funding is provided by work orders issued by the customer.ÿ

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#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###Provide funding data at a
detailed levelObject Classes used in manpower include:OC 11OC 12OC 13Primary
source is the OMB Circular A-11
```

#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########7###The gross compensation that appears on your pay stub.Comprised of: regular salaries and wages, lump sum leave, overtime and holiday pay, premium and differential pays, suggestions and awards, and special personnel service payments for civilian employees.OC 11 costs are identified on the CP-2 by appointments.#

##ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########8###Full-Time Permanent (FTP)regular salaries and wages paid directly to the civilian full-time permanent employee and other payments that become part of the employee□s basic rate of pay.includes comp time, annual and sick leave, and other paid leave.Other Basic Compensation (FTT/PTP/PTT/Intermittent)Regular salaries and wages, including merit pay, paid to other than full-time permanent civilian employees.includes comp time, annual and sick leave, and other paid leave.OvertimePayments above the basic rate for services in excess of the established work period.

##ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########_###Holiday PremiumPayments above the basic rate for services of 8 hours or less on holidays or days treated as holidays.Other CompensationCompensation above the basic rate paid directly to civilian employees, other that holiday and overtime.Includes: Sunday pay, night work differential, hazardous duty pay, post differential, cash incentive awards.#

#&#########&#####,###########&#########&####ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########F###Government□s share of benefit
payments for currently employed civilian personnel.Identified on the CP-2 by PCS,
Benefits OC-12, and FECA.Includes the following costs:Federal Employee Health
BenefitsFederal Employees Group Life InsuranceCivilian Service RetirementFederal
Employees Retirement System -- Basic Annuity Plan

```
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      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ç###Thrift SavingsCost of Living
Allowances Outside CONUSQuarters Allowances Outside CONUSCertain PCS costs and
Moving ExpensesFICAMedicareBenefits to Non-CitizensForeign Separation Liability
(Foreign National Direct Hire (FNDH)#
```

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###########################################ÿ#ÿÿd#########d#########r####©ö,ùW
      Äûÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########0###Object Classes 13:  Benefits to
Former Employees
```

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      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Ù###Includes:  Severance pay
Separation Incentive Payments (SIP)Retirement reimbursement for early retirements
15% of the final basic pay of an employee who is anticipated to receive a SIP.
Health Continuation Benefits#
```

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      s#ÿÿ####ÿÿ#####ÿ»#ÿÿd#########d#########R###Click to edit Master text styles
Second levelThird levelFourth levelFifth level
```